



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP HW 27 Permit Modification for Hazardous Waste Transporter and Class B(4) Regulated Recyclable Materials Transporter Permits **Instructions and Supporting Materials**

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



BWP HW 27 Guidance

Bureau of Waste Prevention Guidance

The purpose of this modification is to allow a hazardous waste transporter or a precious metals Class B(4) Regulated Recyclable Materials (RRM) transporter to modify its license/permit without having to apply for a new license.

In August 2000, the Department streamlined its hazardous waste transporter program. It collapsed three categories of minor and major modifications to one category to be referred to as "BWPHW27". The Department's permits administration program (under 310 CMR 4.00, titled "Timely Action Schedule and Fee Provisions") now specifies the following processing timelines:

- T1 = 30 days; initial technical review
- Applicant Response Time to Initial Technical Review = 30 days
- T2 = 30 days; final review

Hazardous Waste Transporter License modifications and Precious Metals Class B(4) RRM Transporter License modifications are now classified as "presumptive approval" modifications instead of being considered full permit modifications. A presumptive approval modification becomes effective 30 days after the Department has received the application (i.e., after the date that either the Department signs the certified mail receipt, or the applicant hand delivers the application (and receives a signed receipt)) unless the Department notifies the applicant within the 30 day T1 period. Notification may be in the form of a deficiency letter, if during the 30-day technical review period described above, the Department identifies deficiencies or determines that a modification change requires further Department review. The applicant then has 30 days to respond to any identified deficiencies. The Department then has 30 days from receipt of the applicant's response to either issue or deny the modification in writing.

The processing fee for a license modification is \$150. Payment is made through the use of the Transmittal Form enclosed in the application package.

BWPHW27 modifications typically include changes to address, EPA Identification Number, telephone number, waste categories/codes (for hazardous waste transporters licensed for all hazardous waste categories, waste category/code changes would not apply), and modifications which do not constitute 30.828 license transfers. Modifications which do not constitute 30.828 license transfers may include a name change, stock transfer (>5% equity/liability), or a new owner/operator. If you have any questions regarding your modification, or you think that you have a modification that involves a name change, stock transfer (>5% equity/liability), or change in owners or operator, we advise you to contact the Department's BWP Business Compliance Division at 617-292-5576 prior to submitting your modification request to the Department. The Department will then offer you guidance as to whether to proceed with a modification request, or rather submit an application for a new license as a new licensee. Please note that you must submit your license modification application by hand delivery with receipt or by certified mail.

The Department's Division of Business Compliance staff conducts informal help sessions at the Department's One Winter Street, Boston office to assist transporter licensees and license applicants in filling out their applications and to help reduce review and response timelines. In the help session, Boston staff will discuss the following:

- each portion of the transporter application
- the streamlined transporter licensing program, including:
 - revisions to the hazardous waste and fees regulations,
 - transporter application packages, and
 - license modification requirements;
- common mistakes typically made in applications, and,
- issues such as compliance checks, nondisclosure, and responses to requests for information.

If you are interested in attending a help session or are in need of assistance in completing your modification application, you may contact me in the Business Compliance Division at (617) 292-5576.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP HW 27 Permit Fact Sheet

Permit Name	Permit Modification for Hazardous Waste Transporter License and Class B(4) Regulated Recyclable Material (RRM) Transporter License
Permit Code	BWP HW27
Purpose of DEP Permit, license or approval	To allow hazardous waste transporters and transporters of precious metals Class B(4) Regulated Recyclable Materials (RRM) to modify their licenses without having to apply for a new license. These modification include changes to address, EPA ID number, telephone number, or waste categories/codes, and modifications that do not constitute 30.828 license transfers. Modifications that do not constitute 30.828 license transfers may include a name change, stock transfer (>5% equity/liability), or any new owner/operator. If the modification might constitute a license transfer under 310 CMR 30.828, then you should contact the Department prior to submitting a modification. At that time, the Department will advise you if this modification is appropriate.
DEP unit conducting permit review	Bureau of Waste Prevention, Business Compliance Division Hazardous Waste Transporter Program One Winter Street Boston, MA 02108 617-292-5576
Who must apply	Any Massachusetts licensed hazardous waste transporter or transporter of Precious Metals Class B(4) RRM who wishes to modify its license as described above.
Required documentation	Each application for modification to a Hazardous Waste Transporter License or Precious Metals Class B(4) RRM Transporter License must include a complete description of all proposed amendments to the current Hazardous Waste Transporter License or Precious Metals Class B(4) RRM Transporter License.
Fees	<ul style="list-style-type: none">An application fee of \$230 is due when the modification application is submitted.There is no annual compliance fee associated with this license modification.
Review Timeline	If Department does not respond to a BWP HW27 application within 30 days of receipt of the application and payment of the application fee, the modification becomes effective. A second 30-day technical review period will be conducted only if necessary.
How long is the modification valid?	The modification is in effect for the duration of the original license.



BWP HW 27 Permit Fact Sheet

**What regulations
apply?**

Applicable regulations include, but are not limited to:

- Hazardous Waste Regulations, 310 CMR 30.00
(in particular sections 30.010, 30.274, 30.275, 30.400, and 30.800)
- Timely Action and Fee Schedule Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore
Massachusetts State House
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP HW 27 Application Completeness Check List

To submit an application to DEP, follow the steps described below:

- | Step | Action |
|-----------------------------|--|
| 1. <input type="checkbox"/> | Complete a DEP Transmittal Form |
| 2. <input type="checkbox"/> | Complete the BWP HW27 Application Form, including all specified information. |
| 3. <input type="checkbox"/> | Submit a complete copy of the application package including
The Transmittal Form and a BWP HW27 Application Form with the specified
attachment to:

<div style="text-align: center;">Bureau of Waste Prevention, Business Compliance Division
Hazardous Waste Transporter Program
One Winter Street, 9th Floor
Boston, MA 02108</div> |
| 4. <input type="checkbox"/> | Submit the application fee of \$230 in the form of a check or money order payable to
the Commonwealth of Massachusetts along with a photocopy of the DEP Transmittal
Form to:

<div style="text-align: center;">Department of Environmental Protection
Revenue Office
P.O. Box 4062
Boston, MA 02211</div> |
| 5. <input type="checkbox"/> | Retain a copy of the complete application package for your files. |

**For assistance
with this
application**

Contact the Bureau of Waste Prevention, Business Compliance Division at:
617-292-5576



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
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Southwick
Springfield
Stockbridge
Sunderland
Tolland

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Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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Ashby
Athol
Auburn
Ayer
Barre
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Berlin
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Boylston
Brookfield

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Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



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Brockton
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Chilmark

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Dennis
Dighton
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Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
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North Attleborough
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Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

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Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 01887
Phone: 617-654-6500



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Methuen
Middleton
Millis
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Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Business Compliance Division

BWP HW 27 Permit Application

Permit Modification for Hazardous Waste Transporter License or
ClassB (4) Regulated Recyclable Material (RRM) Transporter License

Transmittal Number _____

Facility ID (if known) _____

A. General Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



The applicant is the firm or individual needing a DEP approval or determination

If prepared by the applicant, enter "same as #1," and move on to item 3, otherwise please complete all items

1. Applicant Information:

Legally Responsible Official

Company Name

Street Address/PO Box

City/Town

State

Zip Code

e-mail address (optional)

Telephone Number

2. Preparer Information:

Individual Preparing this Application

Company Name

Street Address/PO box

City/Town

State

Zip Code

e-mail address (optional)

Telephone Number

3. Facility or Regulated Activity:

DEP or FMF Facility ID # (if known)

EPA ID #

U.S. DOT #

MA Hazardous Waste Transporter License # or
Precious Metals Class B(4) RRM Transporter License #



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BWP HW 27 Permit Application

Permit Modification for Hazardous Waste Transporter License or
ClassB (4) Regulated Recyclable Material (RRM) Transporter License

Transmittal Number _____

Facility ID (if known) _____

B. Amendments

Amendment to Hazardous Waste Transporter License or Precious Metals Class B (4) Regulated Recyclable Material (RRM) Transporter License

Provide a complete description of all proposed amendments to the current hazardous waste transporter license or the current Precious Metals Transporter License.

In section A, provide existing license language. In section B, provide the proposed amendment.

Attach additional sheets if necessary.

A. Existing text in current license - enter the information as listed in the current license:

Name of the Licensee _____

Mailing Address _____

City/Town _____

State _____

Zip Code _____

Facility or Office Address _____

City/Town _____

State _____

Zip Code _____

Mass License Number _____

Effective Date _____

Expiration Date _____

EPA I.D. Number _____

Contact Person _____

Phone Number _____

B. Proposed new or replacement text - enter information that has changed:

Name of the Licensee _____

Mailing Address _____

City/Town _____

City/Town _____

Zip Code _____

Facility or Office Address _____

City/Town _____

City/Town _____

City/Town _____

Mass License Number _____

Date Changes Will Take Effect _____

EPA I.D. Number _____

Contact Person _____

Phone Number _____



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Business Compliance Division

BWP HW 27 Permit Application

**Permit Modification for Hazardous Waste Transporter License or
ClassB (4) Regulated Recyclable Material (RRM) Transporter License**

Transmittal Number _____

Facility ID (if known) _____

C. Confidentiality Request

You may request in writing that the Department keep confidential part or all of any documentary material or data submitted to the Department if such material or data, if made public, would divulge a trade secret. You are advised to read 310 CMR 3.00 carefully before making such a request because only certain material or data may properly be the subject of a request for confidentiality

D. Certification

“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, based on my inquiry of those individuals immediately responsible for obtaining the information, that I believe the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.”

Print Name

Authorized Signature

Position/Title

Date